



HOME OCCUPATION PROCEDURES

Town of Seekonk Building Department Building Commissioner/Zoning Officer

1. All Home occupation inquires must fill out the attached application; Applicants must furnish a floor plan showing location of occupation with dimension, drawing shall be on an 8 $\frac{1}{2}$ X 11 paper to be attached to the application.
2. After review and/or an interview with applicant, application approval will be given to applicant and a signed & dated application given back to the applicant.
3. Applicants must show the Town Clerk the Building Department approval; the Town Clerk will issue D/B/A Certificate. A copy of the D/B/A Certificate must be given to the Building Department to keep on file.
4. Applications will be filed and a permanent record established and maintained in the Building Department.
5. If applicant is denied approval; applicant shall be given written notice for denial. Applicant has the right under Seekonk Zoning-By-Laws Section 14.2.1 to appeal the denial and go before the ZBA.
6. Any applicant observed violation provisions of Section 6.11 Home Occupations, must Cease & Desist immediately. Applicant must file an appeal to the Board of Appeals within 30 days of receipt of Violation Notice. Failure to comply, applicant will be subject to a penalty by a Fine of \$50 per day in violation, each day in violation will constitute a separate violation.



TOWN OF SEEKONK BUILDING DEPARTMENT

**100 Peck Street
Seekonk, Ma 02771
(508) 336-2990**

6.11 HOME OCCUPATIONS

Home occupations customarily conducted entirely within a dwelling such as custom dressmaking, millinery, tailoring, and fabric sewing; foster family care of not more than four children; office in which goods, wares or merchandise are not commercially created or handled; and rooming and boarding of not more than two persons are permitted in all Residence Districts provided that any such home occupation:

- 6.11.1 shall be operated entirely within a dwelling unit and shall have no exterior display or storage;
- 6.11.2 shall be operated only by the person or person residing within the dwelling unit;
- 6.11.3 may display only one (1) sign of not more than (3) three square feet lighted only by non-flashing and non-animated incandescent illumination;
- 6.11.4 shall utilize nor more than 20% of the gross area in the dwelling unit by in any event not more than 300 square feet;
- 6.11.5 shall have not more than (1) one employee or regular assistant not residing in the dwelling unit.

- 1. Homeowner: _____ Phone Number: _____
- 2. Address: _____
- 3. Number of square feet of ground floor: _____
- 4. Type of Business to be conducted: _____
- 5. Number of non-inhabitants to be employed: _____
- 6. Name of BUSINESS: _____
- 7. Attached Floor Plan: _____ Yes _____ No

I fully understand the definitions and stipulations of a Home Occupation as mentioned above. I declare this application to pertain to a proposed Home Occupation to be conducted at the address listed above. I will adhere to ALL regulations established for Home Occupations under the Protective By-Laws of the Town of Seekonk.

Date

Signature of Property Owner

For Office Use Only:

Application: _____ **Approved** _____ **Denied** _____ **Date:** _____

Signature of Building Commissioner: _____